



## NEW ORLEANS FEDERAL EXECUTIVE BOARD

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Kathy P. Barre'  
National Finance Center  
(504) 426-0106

September 9, 2011

TO: New Orleans Federal Executive Board Member Agencies and Partners

SUBJECT: Pre-Retirement Counseling Seminar

The New Orleans Federal Executive Board (FEB) is sponsoring the **46<sup>th</sup> Annual Pre-Retirement Counseling Seminar for Federal Employees** on Wednesday, October 5, 2011 and Thursday, October 6, 2011. The seminar will be held at the NASA Michoud Assembly Facility, 13800 Old Gentilly Road, Building 350, New Orleans, Louisiana, in the NASA Auditorium on the second floor (directions and map enclosed). The doors open at 7:30 a.m., with the program beginning promptly at 8 a.m. To expedite clearance through security, employees with Federal Personal Identification Verification (PIV) cards may access the facility through the security gate and park in any non-reserved parking space. All others must park in the visitor's parking lot, enter through the lobby and check in with the receptionist. There is a cafeteria on-site, so participants may purchase lunch or bring their own.

The program on October 5, 2011, is for employees covered by the Civil Service Retirement System (CSRS). The program on October 6, 2011, is for employees covered by the Federal Employees Retirement System (FERS). Topics for both days will include the retirement system (CSRS or FERS), Social Security, Medicare, Thrift Savings Plan, Federal income tax, legal matters, health benefits, and financial planning. Sandra Harmon of S. Harmon and Associates a company specializing in Federal employee benefits, will present the seminar. A complete agenda and package of materials will be provided during pre-registration.

The escalating cost of commercial conference space, audio visual support, and printing of training material has forced us to make a few minor changes to ensure that we can continue to provide an affordable pre-retirement training opportunity for your employees. Only paying participants will be able to participate in the seminar this year, due to space limitations. Unfortunately, spouses will *no longer* be able to attend free of charge.

The registration fee is \$65 per person. Advance payment by credit card or check, made payable to the New Orleans Federal Executive Board, must be received in the FEB office by Monday, October 3, 2011. There will be **NO ON-SITE REGISTRATION**. However, we will continue to accept registration forms and payment until the deadline or until we reach room capacity, whichever occurs first. The Pre-Retirement Seminar Registration Form is enclosed, but will soon be available on the New Orleans FEB website at [www.feb.gov](http://www.feb.gov), then click the link for *New Orleans, LA*.

If there are questions concerning the seminar, payment, pre-registration or any requests for special accommodations, please have your agency point of contact call me at (504) 426-0106 or e-mail [Kathy.Barre@usda.gov](mailto:Kathy.Barre@usda.gov) .

Additionally, to further assist you in providing financial education opportunities for your newly hired and mid-career employees, we will be offering a **Financial Literacy and Education Workshop** for federal employees beginning in November. This workshop will be repeated throughout fiscal year 2012, allowing more employees the opportunity to participate. (Additional details are forthcoming.)

We appreciate your support and look forward to serving you.

A handwritten signature in black ink, reading "Kathy P. Barre". The signature is fluid and cursive, with a horizontal line extending from the end.

KATHY P. BARRE  
Executive Director

Enclosures